Chief of Staff
DC Office of the State Superintendent of Education

The chief of staff at the DC Office of the State Superintendent of Education will serve as a key adviser to the state superintendent. The chief of staff will play a crucial leadership role in ensuring the agency can best serve the local education agencies (including DC Public Schools and DC's public charter schools), community based organizations, families and students of the District of Columbia. This role will focus on developing and managing external relationships, and will also lead organizational change management efforts to increase consistency and quality in the services OSSE provides to stakeholders.

The specific functions of the role include:

- Leading implementation of the new strategic plan, in coordination with the agency's executive team
- Ensuring strong and effective relationships with key external partners
- Developing systems and processes that foster coordination and collaboration across the agency
- Supporting overall organizational management and improvement
- Managing and working closely with the deputy chief of staff and the directors of communications, policy, HR/talent, budget to drive organizational change and ensure highly effective work in these key functional areas
- Serve as critical thought-partner to the superintendent and executive team

Key competencies for the role include:

- Strong interpersonal, verbal and written communication skills
- Demonstrated ability to build and maintain effective external relationships
- Experience leading organizational change efforts
- Strong ability to lead and manage teams and projects
- Eagerness to be innovative and proactive in seeking solutions

Minimum qualifications include a Bachelor's degree, at least five years of work experience including at least two years in a management role.

Interested applicants should submit a resume and cover letter to deputy chief of staff, Jessie Harteis, at Jessie.Harteis@dc.gov.